



BOMB THREATS & EXPLOSIVE DEVICES

Directive: 13 – 102

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I. PURPOSE

The purpose of this Directive is to provide members of the Department of General Services Maryland Capitol Police (DGS-MCP) with procedures for dealing with actual or threatened bomb incidents to include response, deployment, search, evacuation and assistance to specialized units.

II. POLICY

While many bomb threats are later determined to be hoaxes, they all present particularly serious response requirements for law enforcement agencies. It is the policy of DGS-MCP that all responses to bomb threats or emergencies be conducted systematically, efficiently and in a manner that gives primary consideration to the protection of human life.

All members of DGS-MCP will strictly adhere to the procedures set forth in this Directive.

III. PROCEDURES

A. Initial Call

Bomb threat education has been provided to State employees and they have been instructed on how to handle the initial call and to record as much information as possible. Police Communications Operators and the first officers on the scene are crucial to the investigation.

1. The following information should be gathered by *anyone* receiving a bomb threat:

- Exact time of call
- Exact words of caller
- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why are you doing this?
- Where are you calling from?
- What is your name?
- What is your address?
- Describe caller's voice (calm, excited, slurred, etc...)
- Was the voice familiar?

- Were there any background noises?
 - Telephone number of received call
2. DGS-MCP employees should advise the complainant not to evacuate the building at this time. A decision to evacuate will be based upon an initial investigation, and collect decision by the Incident Command Center.

B. Police Communications Operator

1. Upon receipt of a bomb threat or report of an explosive device or materials the following procedures will be placed in effect. An incident of this nature should be dealt with swiftly and efficiently.
2. Police Communications Operators receiving bomb threats or warnings from callers shall, to the degree possible:
 - (a) Keep the reporting party on the line.
 - (b) Identify the location of the device with as much precision as possible and determine when it will be or if it has been detonated.
 - (c) Attempt to determine:
 1. What the device looks like;
 2. The type of explosive device which is involved;
 3. What will make it detonate, (e.g., radio signal, time delay, fuse;
 4. Why was it placed?
3. Police Communications Operator receiving reports from individuals that have received bomb threats shall:
 - (a) Alert the supervisor in charge;
 - (b) Determine the location, time of detonation, appearance and any other available information concerning the nature of the threat or identity of the perpetrators;
 - (c) If no explosive device has been identified, ask the caller to check with employees and others for the presence of unusual parcels or items on the premises;
 - (d) Dispatch requisite patrol units and emergency personnel; and
 - (e) Ensure that the Shift Commander is notified as soon as practical.
 - (f) Initiate a CAD/RMS report number.
4. Police Communication Operators should be prepared to provide the following information to 911, if additional resources are required:
 - (a) Location of the building
 - (b) Location of the device (if applicable)
 - (c) The need for
 1. Law Enforcement
 2. Fire / EMS
 3. Bomb Squad

C. Shift Commander

1. The Shift Commanders will immediately respond to the scene and be responsible for coordinating the following:
 - (a) Notify the respective DGS Complex Superintendent or Building Manager.
 - (b) Notify the respective Detachment Commander.
 - (c) Establish an Incident Command Center with alternate means of communication. Generally two-way radio transmission should not be permitted.
 - (d) Assign an officer to interview the person who received the bomb threat or discovered a suspected explosive device.
 - (e) Based on the nature of the threat, make recommendations to the Incident Command Center for:
 1. Fire units;
 2. Bomb disposal personnel
 3. K-9 units;
 4. EMS

D. Responding Officer

1. Responding officers should not use any electronic communication devices within 300 feet of the reported location. This includes car and portable radios, Cell phones, wireless computers, etc...
2. If applicable, responding officers will contact the individual who received the threat to obtain additional information, including:
 - (a) Whether previous threats have been received;
 - (b) Possible motives and/or suspects;
 - (c) Vulnerabilities of equipment and personnel; and
 - (d) Exploration of any basic information provided to communications.
3. The decision to evacuate will be decided by input from the initial investigation.
4. In evacuation events, officers shall establish and secure a suitable perimeter.

E. Detachment Commander

1. Notify Chief of Police or his designee.
2. Assume a position within the Incident Command Center, unless relieved by someone of equal or higher rank.
3. Ensure responsibilities of Shift Commander are met.

F. Incident Command Center

1. Incident Command Centers may be comprised of the following members:
 - (a) Office of the Secretary for DGS
 - (b) Facilities Operation and Maintenance (FOM)
 - (c) DGS Health and Safety Officer
 - (d) DGS Emergency Management
 - (f) Allied First Responders
 - (g) Representative from primary occupant of facility
2. If an explosive device is alleged to be within a building but has not been located, the Incident Command Center will determine if a search of the facility is desired.
3. The decision to search, evacuate or to reenter a facility during a bomb threat will be the responsibility of the Incident Command Center.
 - (a) The on scene Commander shall provide information, as available, to the Incident Command Center in order to assist in making decisions on searching, evacuation or reentry.

G. Building Search

1. Searches of target buildings/properties shall be conducted with the assistance of employees or others knowledgeable of the immediate area and layout of the building.
 - (a) If no specific location of an explosive device is known, search the outside of the building first paying special attention to:
 1. Garbage cans
 2. Vehicles parked close to the building
 3. Shrubs and bushes
 4. Ledges
 5. Piles of trash, etc.
 - (b) When searching the inside, start from the bottom and work upward, checking public areas and facilities, hallways, false ceilings and stairways, etc.
 - (c) If a suspected explosive device is detected, the officer making a discovery will immediately notify the Incident Command Center of the following:
 1. Location
 2. Description - size, etc.
 3. Whether or not the device is making any noise
 4. Ensure the device is not moved or touched. Touching the device may cause it to explode.
 5. The officer's job at the bomb scene or incident is to preserve any physical evidence by recognizing and protecting it from contamination, obliteration, and alteration by spectators.

2. The Incident Command Center may request the assistance of a bomb detection canine to assist in conducting the search; however some agencies only provide canine assistance when a device has been located.
3. Under no circumstance will a member of DGS-MCP declare that no bomb threat is present or in any way make the representation that the building is safe to enter or occupy; regardless of the thoroughness of the search. This decision to give the “All Clear” is the responsibility of the Incident Command Center.

H. Post-Incident Investigation

1. The Criminal Investigative Division shall have primary responsibility for investigating bomb incidents.

IV. A GUIDE TO IDENTIFY AN EXPLOSIVE DEVICE OR MATERIALS TO MANUFACTURE OR IMPROVISE AN EXPLOSIVE DEVICE.

A. Commercial Explosives

1. These devices are normally used by civilian/commercial organizations in construction, excavation, etc. Similar to military explosives, they are often modified to create improvised explosive devices.
 - (a) Dynamite: cylindrical shape, usually 8 inches in length, usually wrapped brown wax paper similar to a flare.
 - (b) Blasting Caps (electric): small metal tube - normally silver in color - closed at one end with two protruding plastic wires.
 - (c) Blasting Caps (non-electric): same as electric but open at one end detonated by a safety fuse or flame.
 - (d) Detonating cord: round flexible cord with white center core protected by sheath of various textiles, waterproofing materials or plastic - supplied in rolls or coils.
 - (e) Safety Fuse: similar in appearance to detonating cord with black center core.

B. Military Explosive Devices

1. Ordnance is usually provided by the military to its personnel for combat, combat simulation, or range practice. Ordnance can be modified to create improvised explosive devices. Police officers can identify military ordnance by its color (OD green) or look for military markings often beginning with the letter M. Examples of military ordnance:
 - (a) Small arms ammunition
 - (b) Grenades: smoke, explosive

- (c) Artillery rounds: examples 20mm, 30mm, etc.
- (d) Military detonating cords: often found in cardboard boxes
- (e) C-4 Plastic explosive: white to light brown, no odor, comes in blocks, and looks like putty or clay
- (f) Military electrical firing devices: normally OD green

C. Improvised Explosive Devices

1. The below listed components are often used to manufacture an explosive device:

- (a) Black powder
- (b) Smokeless powder
- (c) Model rocket fuse
- (d) Batteries (AA or 9 volt)
- (e) Gasoline
- (f) HTH (Chlorine powder)
- (g) Matches
- (h) Fertilizer (large quantities)
- (i) Metal or PVC pipe

D. Letter and Package Bomb Indicator

1. The mail provides terrorists with an ideal opportunity to disrupt government and business operations. Keep in mind a bomb can be enclosed in either a parcel or an envelope and its outward appearance is limited only by the imagination of the sender.
2. Mail bombs have displayed some unique characteristics which may assist in identifying a suspected mailing. The indicators listed may be cause for further investigation:
 - (a) Mail bombs have been contained in letters, books, and parcels of varying sizes, shapes and colors.
 - (b) Letters feel rigid, appear uneven or lopsided, or are bulkier than normal.
 - (c) Oil stains may be present on the wrapper.
 - (d) Use of excessive amount of postage stamps.

- (e) Sender is unknown.
- (f) No return address
- (g) Unusual restricted endorsements such as "Personal" or "Private."
- (h) The addressee normally does not receive personal mail at the office.
- (i) Name and title of addressee are not accurate.
- (j) Address is prepared to insure anonymity of sender (i.e., homemade labels, cut and paste lettering.)
- (k) Mailing emits a peculiar odor.
- (l) Mailing appears to be disassembled or reglued.
- (m) Handwriting appears distorted or foreign.
- (n) Protruding wires, tinfoil, or strings are present.
- (o) Pressure or resistance is noted when removing the contents.
- (p) Outer container is shaped irregularly, asymmetrically, or has soft spots or bulges.
- (q) Wrapping exhibits previously used such as traces of glue, mailing labels, return addresses or tape.
- (r) Several combinations of tape are used to secure the parcel.
- (s) Unprofessionally wrapped parcel is endorsed "Fragile-Handle with Care" or "Rush-Do not Delay".
- (t) Package makes a buzzing or ticking noise.
- (u) Contents or parcel make a sloshing sound.